



## **SENIOR ACCOUNTANT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To supervise and perform a variety of professional level duties involving the accounting, recording and reporting of financial transactions involved in City funds; to review accounting records for accuracy; to prepare financial reports, statements and special financial analyses; and to perform a variety of professional accounting tasks relative to accounts payable, accounts receivable, general ledger, lease contracts, fixed assets, capital improvements, special assessments, grants and a variety of financial statements.

### **Supervision Received and Exercised:**

Receives direction from the Controller or from other management staff.

Exercises direct supervision over professional and technical accounting staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, assign and review work of technical level accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Plan, schedule, organize, and supervise accounts payable, fixed assets, and special assessments.
- Plan, schedule, organize, and supervise accounts receivable and lease contracts to ensure proper receipt of funds and paperwork as required in the lease.
- Provide assistance to City staff regarding accounting principles and procedures.

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### Senior Accountant (continued)

- Maintain and reconcile a variety of ledgers and accounts; review all accounting transactions to ensure accuracy; correct financial records as necessary.
- Assist in the development, testing, implementation and monitoring of procedures to ensure proper compliance with the internal controls identified for major accounting functions.
- Maintain existing and implement new financial accounting systems; review and update internal user manuals.
- Develop and maintain reports and procedures to ensure accounting software systems are properly processing and recording transactions; prepare and review computer input for monthly financial reports.
- Assist in the preparation of complex financial analysis as requested by senior management; prepare administrative reports, audits, and program recommendations outlining findings.
- Assist in the preparation of the City's Comprehensive Annual Financial Report; interact with the external auditors as deemed necessary.
- Monitor contract compliance with federal grant requirements; assist in Single Audit of federally-funded programs and monies.
- Prepare and submit monthly analyses of expenditures and revenues, including monthly capital improvement project reports; prepare and submit quarterly analysis of expenditures and revenues.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of professional accounting or auditing experience, including financial statement preparation, preferably in municipal or public accounting. Supervisory experience is highly desirable.

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**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or closely related field. Possession of a certification as a Public Accountant is highly desirable.

**Licenses/Certifications:**

Possession of a certification as a Public Accountant is desirable.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 1857**

**FLSA: Exempt**